

## How to prepare for the exam:

The exam experience can be stressful, so managing test anxiety is a big part of testing. Being relaxed and prepared are the two best ways to achieve success when you are testing.

### Here are some additional tips:

#### Before the Exam

**1. Do not underestimate the preparation needed for an open book exam.**

Your time will be limited, so proper organization is the key to quickly find data, examples, etc.

- Review your exam's content outline in the [Candidate Information Booklet](#).
- Pace your study efforts; don't try to cram the week or day before. Instead, study a little bit every day over many days.

**2. Organize your reference materials, your "open book."**

Make your reference materials as user-friendly as possible so that you don't lose time locating what you need.

- Familiarize yourself with where the information from the content outline can be found (ex. Certification Classification information is in the Certification Regulations).
- Develop a system of tabs/sticky notes, color coding, etc. to mark important headings, sections.
- Know how many questions are on your exam and how much time you can spend on each question.

Exam Title	Number of Test Questions	Overall Test Time
Program Administrator	100	2 hours
Inspector	100	2 hours
Plan Review	120	3 hours
Combined Administrator	160	4 hours

**3. Put only “allowed materials” in your binders.**

See pages 4-5 in the [Candidate Information Booklet](#).

Allowed	NOT Allowed
Three 3-ring binders	Loose paper
Reference materials	Handwritten notes on separate paper
Dividers (any type)	Typed notes
Sticky tabs (any type)	Practice quizzes
Handwritten notes on reference materials	PowerPoint presentations
Handwritten notes on dividers	
Handwritten headings on sticky tabs	
Highlighted reference materials	
Typed table of contents/index (Created by candidate)	

**4. Know the location of your test center.**

If possible, locate the test center before the day of your exam. Do a “drive-by” the day before, and be sure to arrive at the test center 30 minutes before your exam time.

**5. Pack correct candidate identification and course certificate.**

See page 4 of the [Candidate Information Booklet](#) for more information.

**6. Be well rested.**

Limit the amount of time studying the night before and get a good night sleep.

## During the Exam

### 1. Be comfortable with the computer.

Feel free to ask the administrator any questions before the examination begins. Obtain familiarity with all the options on the screen including the calculator and the timer.

### 2. Budget your time.

There is a running time clock located on screen in the top corner that begins when you look at the first question.



**Do not spend an excessive amount of time on any question.**

### 3. Use your time wisely.

Read through the exam and answer as many questions as possible. It's important to pace yourself. Do not rush through the exam but do not stay on any one particular question for too long either.

### 4. Be careful and thorough.

Make sure you read each question carefully (**sometimes twice**) so to understand what is expected. Pay attention to the details.

### 5. Answer all questions to the best of your ability.

Electronically flag those questions that are challenging or that may require checking resources. (Flagging options are discussed below)

### 6. Review exam at the end.

After you have gone through the whole exam, use the remaining time to review and answer flagged questions (see below for screenshot). You can change a previously entered answer but only do this for questions that you guessed on, that you misread, or that you misinterpreted. Otherwise, you can change a correct answer! Check references to look up or confirm answers during this time if necessary.

### 7. Make sure to answer all exam questions.

Unanswered questions are marked incorrect.

## 8. Flagging Options:

Flag for Review					
Exam Section			(120 Unseen/Incomplete)		
Question 1	Incomplete	Question 2	Incomplete	Question 3	Incomplete
Question 4	Incomplete	Question 5	Incomplete	Question 6	Incomplete
Question 7	Incomplete	Question 8	Incomplete	Question 9	Incomplete
Question 10	Incomplete	Question 11	Incomplete	Question 12	Incomplete
Question 13	Incomplete	Question 14	Incomplete	Question 15	Incomplete
Question 16	Incomplete	Question 17	Incomplete	Question 18	Incomplete
Question 19	Incomplete	Question 20	Incomplete	Question 21	Incomplete
Question 22	Incomplete	Question 23	Incomplete	Question 24	Incomplete
Question 25	Incomplete	Question 26	Incomplete	Question 27	Incomplete
Question 28	Incomplete	Question 29	Incomplete	Question 30	Incomplete
End Review			Review All	Review Incomplete	Review Flagged